

**Meeting of the Planning & Management Executive
Thursday 25 August 2005
8.45 am, Leonard Horner Conference Room**

AGENDA

FORMAL MATTERS

- i Apologies
- ii Minutes of the meeting of 20 July 2005
- iii Matters Arising

OPERATIONAL UPDATE

- 1 Student recruitment (UG/PG)
- 2 Dubai Project
- 3 Scottish Borders Campus Project
- 4 Enhancement Led Institutional Review (ELIR)

ITEMS FOR FORMAL RECEIPT/APPROVAL

- 5 Management Accounts for the period to 31 July 2005 (full year)

15 MINUTE BREAK

- 6 IU China Initiatives
- 7 Risk Register
- 8 TRAC Development and Resource Modelling Group (TDRMG)
- 9 HAST-3 Report

FOR INFORMATION/COMMENT

- 10 150th Anniversary Fundraising Campaign
- 11 QAA review of partnerships with China
- 12 SHEFC: New Financial Memorandum

ANY OTHER COMPETENT BUSINESS / "BURNING ISSUES"

**Meeting of the Planning & Management Executive
Wednesday 20 July 2005
8.45 am, Leonard Horner Conference Room**

AGENDA

FORMAL MATTERS

- i Apologies
- ii Minutes of the meeting of 7 July 2005
- iii Matters Arising
 - Interactive University
 - Scottish Borders Campus Project
 - Dubai Project
 - Fundraising Strategy

OPERATIONAL UPDATE

- 1 Student recruitment (UG/PG)
- 2 Framework Agreement
 - Presentation from the Director of HR
- 3 Staff number trends

OTHER ITEMS FOR FORMAL RECEIPT/APPROVAL

- 4 Management Accounts for the period to 30 June 2005 (Period 11)

ANY OTHER COMPETENT BUSINESS / "BURNING ISSUES"

**Meeting of the Planning & Management Executive
Thursday 7 July 2005
8.45 am, Leonard Horner Conference Room**

AGENDA

FORMAL MATTERS

- i Apologies
- ii Minutes of the meeting of 23 June 2005
- iii Matters Arising

STRATEGY DISCUSSION/APPROVAL

- 1 Fundraising Strategy: Update
 - Presentation by Director of Corporate Affairs & Management Services and Head of Development & Alumni
- 2 LTIF and Capital Expenditure Plans
- 3 Interactive University Collaborative Proposals

OPERATIONAL UPDATE

- 4 Scottish Borders Campus Project: Update
- 5 Dubai Project: Update
- 6 Report from the Research Co-ordination Board

OTHER ITEMS FOR FORMAL RECEIPT/APPROVAL

- 7 Travel Policy
- 8 Policy on use of James Watt Centre facilities by Schools/PGIs/Sections
- 9 Energy Academy submission to RSE inquiry

ANY OTHER COMPETENT BUSINESS / "BURNING ISSUES"

**Meeting of the Planning & Management Executive
Thursday 23 June 2005
8.45 am, Leonard Horner Conference Room**

AGENDA

FORMAL MATTERS

- i Apologies
- ii Minutes of the meeting of 9 June 2005
- iii Matters Arising
(At the meeting of PME on 9 June 2005, PME approved the recommendations of the IS/IT Steering Group in respect of the Network Infrastructure Project and the recommended supplier, subject to additional information providing the supporting rationale for the recommendation. The enclosed revised page 2 of the proposal document presented by the Director of Finance & IS/IT is provided in response to PME's request.)

STRATEGY DISCUSSION/APPROVAL

- 1 Draft Strategic Planning Documents including Financial Forecasts Commentary: June 2005
- 2 IS/IT Strategy (*previously circulated papers*)
 - IS/IT Strategy (A presentation will be given by the Director of Finance & IS/IT)
 - IS/IT Strategy: consolidated list of projects
- 3 Proposal to establish the Heriot-Watt University Dubai Campus
- 4 Postgraduate Co-ordination

OPERATIONAL UPDATE

- 5 Enhancement-Led Institutional Review (ELIR): update
 - A presentation will be given by the Director of Quality Development
- 6 Risk Register: Update
- 7 Report from the Learning & Teaching Board

OTHER ITEMS FOR FORMAL RECEIPT/APPROVAL

- 8 Management Accounts for the period to 31 May 2005 (period 10)
- 9 Academic Promotions Board (Senior Promotions) 2005 recommendations
- 10 Conferment of the Title of Research Fellow
- 11 Approval and accreditation of CPD and other short courses

FOR INFORMATION

- 12 Delegated authority
- 13 Renaming of Management building

ANY OTHER COMPETENT BUSINESS / “BURNING ISSUES”

STRATEGY DAY

PME members' views will be sought on prospects for a PME strategy day as part of the annual schedule of PME business.

**Meeting of the Planning & Management Executive
Thursday 26 May 2005
8.45 am, ROOM 1.27, MOUNTBATTEN BUILDING**

AGENDA

FORMAL MATTERS

- i Apologies
- ii
 - Minutes of the meeting of 3 May 2005
 - Minute of the item approved by correspondence, 18 May 2005
- iii Matters Arising

STRATEGY DISCUSSION/APPROVAL

- 1 Structure of the Academic Year: Reports from the Learning & Teaching Board
- 2 SHEFC Learning & Teaching Infrastructure Fund (LTIF): Recommendations from the Learning & Teaching Board
- 3 Postgraduate Centre proposal
 - Prof B S Wherrett to be invited to attend this item
- 4 SHEFC Science Research Infrastructure Fund third round (SRIF 3): proposed bids

OPERATIONAL UPDATE

- 5 Framework Agreement: update
 - The Director of HR will give a presentation on this item
- 6 Dubai Project: update
- 7 Student applications/acceptances (UG/PG) 2005 entry: update
- 8 Enhancement-Led Institutional Review (ELIR): update

OTHER ITEMS FOR FORMAL RECEIPT/APPROVAL

- 9 Management Accounts for the period to 30 April 2005 (third-quarter)
- 10 Realisation of University Equity Shareholdings
- 11 Corporate IS/IT Security Standards Manual

FOR INFORMATION

- 12 SIGnet: Sustainability Integration Group for post-school education

ANY OTHER COMPETENT BUSINESS / "BURNING ISSUES"

**Meeting of the Planning & Management Executive
Tuesday 3 May 2005
8.45 am, Leonard Horner Conference Room**

AGENDA

ITEMS FOR FORMAL RECEIPT/APPROVAL

- 1 Amendments to Ordinances & Regulations
 - Professor V Craig will be present for this item

FORMAL MATTERS

- i Apologies
- ii Minutes of the meeting of 20 April 2005
Summary of Key Performance Indicators and PME review actions
- iii Matters arising

OPERATIONAL UPDATE

Reports from PME Boards:

- Learning & Teaching Board
- Research Co-ordination Board
- Support Services Board

Undergraduate student applications update (Home/EU, Overseas)

“Burning issues”

ITEMS FOR FORMAL RECEIPT/APPROVAL

- 2 Technical Staff Review Board recommendations 2005
- 3 Secretarial, Clerical & Library Staff Review Board recommendations 2005
- 4 Academic Related Staff Review Board recommendations 2005
- 5 Responsibility Payments
- 6 Policy on Dependants Emergency Leave
- 7 University Network Infrastructure Project
- 8 Guidelines for recording University committee business and handling committee documents.

**Meeting of the Planning & Management Executive
Wednesday 20 April 2005
8.45 am, LEONARD HORNER CONFERENCE ROOM**

AGENDA

FORMAL MATTERS

- i Apologies
- ii Minutes of the meeting of 31 March 2005
- iii Matters arising

OPERATIONAL UPDATE

- Court Away Day
- General Election
- Postgraduate student applications update
- Any other “burning issues”

ITEMS FOR FORMAL RECEIPT/APPROVAL

- 1 Management Accounts for the period to 31 March 2005 (Period 8)
 - Financial trends
 - Treasury proposal
- 2 Responsibility payments
- 3 Policy on payment for additional modules

STRATEGY DISCUSSION

- 4 Performance Indicators (Research and Knowledge Transfer)
- 5 Strategic growth via creation of HWU Graduate School

FOR INFORMATION

- 6 Advice to Heads of Schools/Institutes on HR implications for RAE 2008

**Meeting of the Planning & Management Executive
Thursday 31 March 2005
8.45 am, COURT ROOM, LORD BALERNO BUILDING**

AGENDA

FORMAL MATTERS

- i Apologies
- ii Minutes of the meeting of 17 March 2005
- iii Matters arising

OPERATIONAL UPDATE

- SBC Progress Report JELS oral report
- Any other "burning issues"

STRATEGIC/OTHER ITEMS FOR FORMAL RECEIPT/APPROVAL

- 1 Advice to Heads of School/Institute on HR implications for RAE 2008 MCC's paper
- 2 Responsibility payments ACW's paper
- 3 Off-campus partnerships RJMC's paper
- 4 Executive Summary of Programme Review of Mathematics and Actuarial Mathematics & Statistics RJMC's/SSmith's paper

FOR DISCUSSION

- 5 Key Performance Indicators (Learning & Teaching) (Paper previously distributed) RMcG/others' paper

**Meeting of the Planning & Management Executive
Thursday 17 March 2005
8.45 am, COURT ROOM, LORD BALERNO BUILDING**

AGENDA

FORMAL MATTERS

- i Apologies
- ii Minutes of the meeting of 7 March 2005
- iii Matters arising

OPERATIONAL UPDATE

SBC Progress Report	JELS/SGK/RMcG
SHEFC Grant Letter	RMcG et al Paper to be tabled
Advice to Heads of School/Institute on HR implications for RAE 2008	MCC's paper
RCB Report to PME	DRH's paper
Any "burning issues"	

STRATEGIC/OTHER ITEMS FOR FORMAL RECEIPT/APPROVAL

- 1 Management Accounts for the period to 28 February 2005 (Period 7) PMcN's paper
 - Update on central cost allocations, March 2005 ACW's paper
- 2 Funding Council's Consultation on Revision of Financial Memorandum RMcG et al
- 3 Opportunities in Dubai BGDS' paper
(to be presented by
JELS)
- 4 SRIF 3: RCB Recommendations to PME DRH's paper
- 5 Key Performance Indicators: Update to Court, 21 March 2005 RMcG

**Meeting of the Planning & Management Executive
Wednesday 16 February 2005
8.45 am, LEONARD HORNER CONFERENCE LOUNGE**

AGENDA

STRATEGY DISCUSSION

- 1 Annual Review of Recruitment & Admissions Service
 - A presentation will be given by the Director of Recruitment and Admissions followed by questions/discussion.

FORMAL MATTERS

- i Apologies
- ii Minutes of the meeting of 3 February 2005
- iii Matters arising

OPERATIONAL UPDATE

Student applications and related data: Update RMcG's paper
Any other "burning issues"

STRATEGY DISCUSSION

- 2 Mock RAE 2008 DRH's paper

ITEMS FOR FORMAL RECEIPT/APPROVAL

- 3 Management Accounts for the period to 31 January 2005 (period 6) PMcN's paper
- 4 Allocation to Schools of SHEFC Main Teaching Grant confirmation ACW's paper

Meeting of the Planning & Management Executive
Thursday 20 January 2005
8.45 am, COURT ROOM, LORD BALERNO BUILDING

AGENDA

FORMAL MATTERS

- i Apologies
- ii Minutes of the meeting of 17 December 2004
- iii Matters arising

OPERATIONAL UPDATE

Reports from PME Boards:

- Learning & Teaching Board RJMC
- Research Co-ordination Board DRH
- Support Services Board PLW

Staffing Update ACW

Any other "burning issues"

ITEMS FOR FORMAL RECEIPT/APPROVAL

- 1 Management Accounts for the period to 31 December 2004 (Period 5) KMallett
- 2 University Network Infrastructure JELS
- 3 Draft Policy on Use of Fixed Term Contracts (Staff) PLW

FOR INFORMATION/NOTING

- 4 HE Performance Indicators 2004 – Extracts RMcG

**Meeting of the Planning & Management Executive
Friday 17 December 2004
8.45 am, COURT ROOM, LORD BALERNO BUILDING**

AGENDA

FORMAL MATTERS

- i Apologies
- ii Minutes of the meeting of 25 November 2004
- iii Matters arising

OPERATIONAL UPDATE

SBC update	JELS oral update
Orkney update	PLW oral update
SISTech Board update	PLW oral update
Report from Planning Round: Savings	ACW oral update
Any other "burning issues"	

ITEMS FOR FORMAL RECEIPT/APPROVAL

1	Management Accounts for the period to 30 November 2004 (Period 4)	KM's paper
2	Income & Expenditure Accounts: 2003/4	ACW's paper
3	City Based Student Accommodation	PLW's paper
4	Draft Annual Review 2004	MT's paper

Meeting of the Planning & Management Executive
Thursday 25 November 2004
8.45 am, Leonard Horner Conference Lounge

AGENDA

FORMAL MATTERS

- 1 Amendments to Ordinances and Regulations
- Prof V Craig will attend for this item
- 2 HWU Travel Plan update
- Prof Paul Jowitt and Kate Beckman of SISTech will attend for this item

FORMAL MATTERS

- i Apologies
- ii Minutes of the meeting of 4 November 2004
- iii Matters arising

OPERATIONAL UPDATE

Reports from Boards of PME:

- Learning & Teaching Board
- Research Co-ordination Board
- Support Services Board

Any other "burning issues"

ITEMS FOR FORMAL RECEIPT/APPROVAL

- 3 Management Accounts for the period to 31 October 2004 (first quarter)
- 4 Variation on budget to support feasibility study on a proposal to build a 'Centre for Technology Outreach'
- 5 Draft Policy Statement on Research Grants and Contracts, Consultancy and Commercial Activities
- 6 Structure of the Academic Year

FOR INFORMATION

- 7 Reports to Court from AUT and EIS-ULA Joint Negotiating & Consultative Committees

**Meeting of the Planning & Management Executive
Thursday 4 November 2004
8.45 am, Leonard Horner Conference Lounge**

AGENDA

FORMAL MATTERS

- i Apologies
- ii Minutes of the meeting of 21 October 2004
- iii Matters arising

OPERATIONAL UPDATE

SHEFC Institutional Visit: November 2004 (papers attached)

International Review of Engineering

Any other "burning issues"

Oral update from
DRH

ITEMS FOR FORMAL RECEIPT/APPROVAL

- | | | |
|---|--|-----------------------|
| 1 | Annual Accounts and Financial Statements for the year ended 31 July 2004 | KM's paper |
| 2 | Review of imminent staff appointments | ACW's paper |
| 3 | Risk Register | JELS' paper |
| 4 | Policy on Alcohol and Substance Abuse (revised) | PLW's/S.S.B.
paper |
| 5 | Sickness Absence Policy and Procedures (revised) | PLW's/S.S.B.
paper |
| 6 | Improvement of Teaching Efficiency using a Fit for Purpose Approach | KJC's paper |

**Meeting of the Planning & Management Executive
Thursday 21 October 2004
8.45 am, COURT ROOM, LORD BALERNO BUILDING**

AGENDA

FORMAL MATTERS

- i Apologies
- ii Minutes of the meeting of 7 October 2004
- iii Matters arising

OPERATIONAL UPDATE

SBC Co-location Project update	JELS et al Oral update
Student numbers update	RMcG Paper to follow
Any other "burning issues"	

ITEMS FOR FORMAL RECEIPT/APPROVAL

1	Financial update	KM's paper
2	Report & Financial Statements for year ended 31 July 2004: <ul style="list-style-type: none">- Edinburgh Business School- Edinburgh Conference Centre Limited- Heriot-Watt Trading Limited- Heriot-Watt Sports Village Limited	KM's paper
3	New arrangements for distribution of SHEFC Main Teaching Grant	ACW's paper
4	Policy on Management of Student Fees and Charges	KM's/KAP's paper
5	Internal Review of Economics, School of Management & Languages	RJMC's paper